

**Public Health Improvement Partnership
Workforce Development Committee**

Friday, November 14, 2003

12 noon – 4:00 pm

Wyndham Hotel, SeaTac, WA

18118 Pacific Highway South

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PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER WASHINGTON

Co-Chairs: Sue Grinnell, Cowlitz Co.; Jack Thompson, UW.

Members: Joan Brewster, DOH; ~~Charlene Crow Shambach, Snohomish~~; ~~Kathy Deuel, DOH~~; Dorothy Gist, DOH; ~~Nancy Goodlee, Kittitas~~; Maryanne Guichard, DOH; Vic Harris, Tacoma-Pierce; ~~Keith Higman, Island~~; ~~Vicki Kirkpatrick, WSALPHO~~; Dennis Klukan, Yakima; ~~David Koch, DIS~~; Debbie Lee, DOH; ~~Marianne Patton, Chelan-Douglas~~; ~~Marianne Seifert, SBOH~~; Margaret Shield, UW; SBOH Corinne Story, Skagit; Patty Swanson, Thurston; ~~Pam Walker, Clark~~. (Strikeout indicates member was absent from this meeting).

Staff: Marie Flake, DOH; Janice Taylor, DOH.

Topic	Description	Materials
Overview of Committee Work for the Biennium	Joan Brewster. See handouts on the WFD web site.	<ul style="list-style-type: none"> • PHIP Vision • PHIP Work Plan (booklet) • WFD Work Plan / Project Descriptions • PHIP Committee Links (placemat) • CDC WFD Diagram • Committee Membership lists
Enumeration – Public Health: Everybody Counts!	<p>Jack Thompson & Janice Taylor. Update and Discussion. See handouts available on WFD web site.</p> <p>Jack referred the committee to an upcoming (December 2003) article on enumerating the public health work force in the Journal of Public Health Management and Practice.</p> <p>The enumeration project is moving forward under the guidance of the Enumeration Subcommittee. It has three phases: Phase 1 – develop survey Phase 2 – data collection Phase 3 – report available April – June</p> <p>Janice provided some sample data (see handouts) as a basis to launch a discussion on data analysis and what types of reports would be most helpful.</p> <p>Discussion – The survey will collect EMS folks who work for Public Health – Seattle-King County, but not those who work for</p>	<ul style="list-style-type: none"> • Fact Sheet – Everybody Counts! • Data Collection Tool http://www.doh.wa.gov/phip/everybodycounts.htm • Data Shells / Sample Reports

	<p>fire, etc.)</p> <p>EH, even EH programs that are outside of the LHJ serve under the direction of the HO and LBOH. Keep them in the total counts and data analyses. Do not separate out.</p> <p>Want report for each LHJ and for each PHEP&R region.</p> <p>Report – Education vs. Licensing.</p> <p>Display data geographically, i.e. on a map. Especially for example, multilingual.</p> <p>Use urban / rural definition from DOJ survey.</p>	
Learning Management System	<p>Sue Grinnell & Janice Taylor. Update and Discussion. See handouts on WFD web site.</p> <p>The LMS project is moving forward under the guidance of the LMS Subcommittee which is conducting business preliminary via conference call. The subcommittee, in conjunction with PHIP Technology Committee and PHEP&R FA-G is addressing the need for a statewide Learning Management System (LMS). The subcommittee is reviewing and prioritizing the most desired features and will develop an RFP for vendors. Vendors will submit proposals and the LMS sub-committee will evaluate them and recommend a vendor to the WFD Committee. Using CDC “direct assistance”, CDC will organize the actual purchase. It is anticipated that vendors already have an array of LMS products available and that the one selected will then be customized to meet the needs in Washington. A consulting firm, L-Guide, was recommended by the state Department of Personnel. L-Guide serves a “consumer reports” type role regarding technology projects, especially LMS’s, has been retained to assist in this work.</p> <p>Staff from L-Guide will be conducting a limited number of phone interviews with subcommittee members and other key stakeholders.</p> <p>Discussion –</p> <p>Want LMS to require an upfront learner assessment. Must be able to select from a variety of assessment (based on various competencies – i.e. Core Competencies, Emergency Preparedness Competencies, etc.). Future challenges include operational zing this – role of the supervisor in developing a development plan with the employee.</p> <p>Want the LMS to be very accessible.</p> <p>Assure security of individual records. Check PHIMs and use of digital certificates.</p>	<ul style="list-style-type: none"> • LMS Fact Sheet • LMS Subcommittee Charter • Project Timeline • List of sample selection criteria for selecting a LMS vendor • Sample Reports • List & Description of LMS Features
Selecting Training Priorities, Based on PH Standards Baseline Data, to Make	<p>Sue Grinnell & Janice Taylor. Update and Discussion. See handouts on WFD web site.</p> <p>The purpose of this project is to develop a system for routinely identifying and prioritizing performance improvements needed to achieve the public health standards, and providing learning tools and products to address them. The work will be in conjunction with the PHIP Standards committee, Public Health Ready (based on the Emergency Preparedness Competencies) and others.</p>	<ul style="list-style-type: none"> • Project Description • Graphic from PHIP 2002 • PH Standards Data to illustrate training needs • Sample training plan from Public Health Ready

System-wide Improvements in Achieving the Standards	ACTION – It was agreed that a subcommittee of the PHIP WFD committee should be formed to oversee this work.	<ul style="list-style-type: none"> • www.doh.wa.gov/pho
Six State WFD Network & Northwest Public Health Leadership Institute	<p>Jack Thompson. Update & Review. No decisions. See handouts on the WFD web site.</p> <p>The Northwest Regional Public Health Workforce Development Network – see handout. Jack suggested that the PHIP WFD committee meetings would be a good opportunity for committee members to provide input regarding the Regional WFD Network and suggested that it be included on future meetings. He also described that they are beginning to expand their work with Indian Country through increased contact with the Portland Area Indian Health Board and will be involved in the a conference in the spring of 2004 on Tribal Preparedness.</p> <p>Northwest Public Health Leadership Institute – see handout. Cohort 1 began the program last January and will graduate in May 2004. Applications are currently being accepted for Cohort 2 which will begin January 2004. The application deadline is in two weeks and few application have been received so far. Jack requested the committee's help in recruiting good applicants. Tuition if \$1,500. Funding for the program is secure for now, but future funding will be an issue and Jack suggested that help in this area may be a role for the PHIP WFD Committee.</p> <p>Northwest Public Health (Journal) – the Autumn 2003 issues is all about WFD. Check it out: http://healthlinks.washington.edu/nwcphp/nph/</p>	Project Descriptions

WFD Communication Tools: <http://www.doh.wa.gov/phip/WorkforceDevelopment/default.htm>

2004 Meeting Dates: February 11; April 16

Routine Meeting Time: 10 am – 2pm

Routine Meeting Place: Wyndham Hotel, 18118 Pacific Highway South, SeaTac, WA